



Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010

There will be absolutely no refunds or exchanges on
the purchase of court forms or packets

Change of Name
Purchase Price: \$ 5.00

Before you complete the Petition, you should read the Instructions for Filing a Petition for Change of Name on page 2 of form, NC100.

FORM NUMBER	FORM NAME	Instructions on form:	Form last revised:	No. of pages:
Forms to open a case:				
Local form	CLETS Letter (mandatory) - for court use only	no		1
CM 010	Civil Case Coversheet	on page 2	01-01-07	2
NC 100	Petition for Change of Name	on page 2	07-01-06	2
NC 110	Attachment to Petition for Change of Name (form is stapled to NC100)	no	01-01-03	1
Forms also completed and lodged in the file upon filing the Petition:				
NC 120	Order to Show Cause for Change of Name (form used to obtain a hearing date)	Pg 2 of NC100	01-01-01	1
NC 130	Decree Changing Name (form used after the hearing)	no	01-01-01	1
Form filed after service is completed:				
NC 121	Proof of Service of Order to Show Cause (make copies before completing for each party being notified)	no	01-01-01	1
Forms used if you are petitioning as a guardian of a minor:				
NC 110G	Supplemental Attachment to Petition for Change of Name (Declaration of Guardian)	no	01-01-01	1
NC 130G	Decree Changing Name (Change of Name of Minor of Guardian)	no	01-01-01	1
There may be other forms and/or attachments you may need in your particular case. Forms are available at the Clerk's Office on specific request, for a fee of .50¢ per page or may be accessed on www.courtinfo.ca.gov .				

Some assistance may be obtained from:

- ☒ **Kings County Superior Court web site** is located online at www.kings.courts.ca.gov
- ☒ **Self-Help Center** located online at www.courtinfo.ca.gov. Judicial Counsel forms of California can be accessed, filled in, and printed at this website.
- ☒ **A typing service.** A list of these services can be obtained from this office.

Filing fee for the Petition for Change of Name \$ 320.00

If applying for the filing fee to be waived,
request the proper forms from the clerk's office.

Please be aware of the following information:

- ❖ Please do not ask our clerks to give you Legal assistance or advice. The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office. Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney. Clerk personnel are not permitted to, nor will they give legal advice or help in completing any form. Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed.
- ❖ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ❖ At the hearing you will be expected to present, in a succinct and concise manner, all relevant oral evidence. If the evidence is not proper, or the pleadings are not in order, you will be informed of this fact and it will be necessary for you to set another hearing date after you have corrected any matters not in order.

How to complete, copy and assemble the forms:

- ❖ All pleadings and papers must be TYPED or LEGIBLY HANDWRITTEN in blue or black ink.
- ❖ Forms shall be assembled prior to filing paperwork with the clerk's office.
- ❖ Personnel in the clerk's office have been instructed not to file any papers which are not properly completed and/or assembled correctly.
- ❖ Upon filing, provide the Clerk with the **original** and a **minimum of (2) copies** of each form presented for filing. The original is for the file and any/all copies will be returned to you.
- ❖ All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- ❖ Forms shall be assembled prior to filing paperwork with the clerk's office.
- ❖ Each **original** form submitted for filing must be two-hole punched at the top.

How many copies do I make?

- ◆ make two copies of each form.

How to make copies:

- ◆ each two sided copy must be tumbled (180°), as presented in the packet.

How assemble forms with attachments:

- ◆ each set of forms with attachments must be ***stapled together*** (example: if the ***Petition for Change of Name*** form includes attachments then all pages are to be stapled together as one set).